

MUNSON
PHONOGRAPHY



Parsons' Business College
Kalamazoo, Michigan.

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PARSONS' LESSONS

—IN—

MUNSON
PHONOGRAPHY

Prepared with a view to simplifying the study.

BY CAROLINE PARSONS

Principal of Shorthand and Type-
writing Department of

PARSONS' BUSINESS COLLEGE
Kalamazoo, Michigan

1906

Determination to succeed is the first element of success.

LESSON I.

In phonography there is a character for each sound. Consonant sounds are represented by straight and curved strokes; the light sounds by light strokes, and the heavy sounds by heavy strokes.

For convenience, the consonant alphabet is divided into two groups, the straight strokes and the curves. The consonants in the first lesson are the straight strokes.

P \ B \ T | D | K — Gay — Ch / J / Ree 3

The horizontals are written from left to right; the other strokes, excepting Ree, are written downward.

The G stroke, which is called Gay, represents only the hard sound of g. The soft sound of g is represented by the J stroke.

Hard c is represented by the stroke K. Soft c is the same as S. Ree is always written upward.

Ch and Ree, when standing alone, are distinguished by the difference in the slant of the strokes. Ch is written downward at an angle of sixty degrees from the line. Ree is written upward at an angle of thirty degrees from the line.



Form the habit of writing the strokes quickly and accurately.

Make the heavy strokes heavy from the beginning and never retrace.

Write the consonant strokes over and over again, filling page after page, and make each stroke better than the preceding one.

VOWELS.

The long sound of A is represented by a heavy dot placed to the middle of a consonant. Ate. | ... ache. 44. bay. X

The long sound of O is represented by a heavy dash placed to the middle of the consonant Oak  . row. .













WRITING EXERCISE.

Ode, tow, Jay, ope, ate, age, obey, oak, gay, day, Abe, Joe, dough, Poe, oat, bow, go, aid, ape, pay, ray.

“You can make of yourself what you will.”

LESSON II.

The curved consonants are:

F  V  TH (DH (S) Z) SH  ZH 
L  Y  R  W  N  NG  M  H 

L when standing alone is written upward and called Lee.

L when written downward is called El.

SH is written downward except when followed by a vowel at the end of a word.

Note carefully the Th and Dh sounds. The Th is sounded as in thigh, while the Dh is heavy as in thy.

Before writing the following exercise, learn the consonant strokes perfectly.

WRITING EXERCISE.

Foe, say, so, they, oath, way, bow, nay, show, ace, though, may, mow, aim, low, Fay, ore, lay, no, shay, hay, woe.

Make your outlines uniform in size.

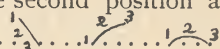
LESSON III.





VOWELS.



· ah in ma	a in pack	- aw in law	- o in lock
· a in may	e in { peck her	- o in low	- u in { luck cur
· e in me	i in pick	- oo in Lou	- oo in look



The vowel sounds are indicated by dots and dashes. The heavy vowel signs represent the heavy vowel sounds, and the light vowel signs represent the light vowel sounds.

Notice that the light dash in the first position and the heavy dot in the first position have the same sound. The light dash is used to represent "o", and the heavy dot "a", in words containing that sound, as in "pond" and "palm."

There are three vowel positions to the consonant stem, viz: the first position at the beginning, the second position at the middle, and the third position at the end. 

If the vowel is written at the left of an upright or slanting consonant stroke or above a horizontal, the vowel is read first. Ape.  aim.  But if the vowel is written at the right or below the consonant, it is read after the consonant. Pay.  may. 


In writing dash vowels to the consonant strokes they must always form right angles with the strokes. Ore.  no. 


When two or more vowels occur together, either at the beginning or at the end of a word, the vowel that is pronounced nearest the stem is written nearest the stem. Payee.  boa. 


Every word is written by sound. The silent letters are omitted.

CONSONANT POSITIONS.

There are three consonant positions just as there are three vowel positions.

The first is above the line.....

The second position is on the line...

The third position is half way through the line and horizontals below the line..

The position of the consonant stem is determined by the vowel. In words of more than one vowel sound the accented vowel determines the position of the word.

Always determine the position and the outline of the word before you attempt to put it on paper.

Do not allow yourself to think as you write but always think before you put your hand to the paper, and this will give you accuracy which is so important in dictation later.

PUNCTUATION MARKS.

Period... dash... question mark... hyphen... laughter
..§. parenthesis... exclamation... Proper names may be indicated by placing beneath them the ditto marks.

WRITING EXERCISE.

Ought, am, up, in, Amy, gnaw, raw, paw, on, key, shaw, us, Ora, air, each, arrow, ado, shoe, at, we, thaw, she, egg, ill, sow, Emma, Effie, easy, echo, Noah.

See it on each oar. Pa may see it. Show me aid. You saw it all. Ma ate it up. Joe, aid me. You may aim at it. No, you pay it. We know you, too. They say you saw me. If they see Ella they may all know it. We all saw Ada. You know Eva.

Be methodical in your study.

LESSON IV.

THE DIPHTHONGS.

✓ | i in ice.....

◁ | oi in oil.....

└ | ow in owl.....

> | ew in few.....

The diphthong signs are always turned in the same direction as given in the above, no matter how the consonant is inclined. Frequently the diphthong "I" is joined to the consonant. Ivy...

The first three are first position diphthongs; the last is in the third position.

JOINING CONSONANT STEMS AND PLACING VOWELS BETWEEN THEM.

Consonant stems are joined one after the other without any break or lifting the pen from the paper.....

When two strokes are written in the same direction, one heavy and the other light, make the shading gradual.....

When writing a word, first determine the position by the accented vowel; second, write the consonant outline, and third, write the vowels to the outline.

WRITING VOWELS BETWEEN CONSONANT STROKES.

All first place vowels should be written after the first stem. Pack..... rock..... power.....

All second and third place vowels should be written before the second stem. Big..... gem..... lame.....

If two vowels occur between the consonant strokes, a vowel is written to each stroke. Lower..... mayor.....

Note that whether the word begins with a horizontal stroke or not, the first inclined, or up stroke must be written in the position determined by the accented vowel. Kitty..... monopoly.....

If, however, the word consists of horizontals, the first horizontal is written in the position. Minimum nick

Learn the following word signs perfectly and use them whenever you have an opportunity.

WORD SIGNS.

an, and. . . .	awe. . . .	I, of. . . .	as, has. . . .
a. . . .	{ owe, there, they are. . . . who-m. . . .	to. . . .	is, his. . . .
the. . . .		or. . . .	he, him. . . .

WRITING EXERCISE.




Jew, joy, ally, Ohio, avow, boy, due, ice, chew, thy, Hugh, fie, pew, adieu, cow, ado, bow, sigh, allow, eyes, idea, iota, coy, peck, cook, Tokio, occupy, Siam, money, pipe, coke, keg, cape, canoe, calm, cap, cabbage, keep, penny, tuck, tidy, talk, knife, cope, fob, China, map, fame, canopy, teach, month, shadow, chimney, pike, match, fife, timothy, ink, pack, damage, pony, alloy.


The boy ate the cake. Few may be there. How is it so? I know his book. She ate my tomato. The boy took the cooky. Take my pie, Jack. Make me a cup of jam. Roy ought to pay a fee. You make me do it. They say you took the dog away. Jim is his nickname. How may I escape the mob? Take him on the voyage.




"Do you wish a better place? Outgrow the one you are in."







LESSON V.



RULES FOR REE, R, LEE, L AND SH.



Ree is used at the beginning of words, ripe. ; when the last consonant followed by a vowel, Dora. ; after Ree, roar. .

when preceded by a vowel and followed by Th, Dh, Ch or J, earth. 

R is used when preceded by a vowel at the beginning of a word, army ; when the final element, tower ; before M and H, ream .































Lee is used when standing alone, oil ; at the beginning of a word, look ; when the last consonant followed by a vowel, valley ; after M, mileage ; after Lee, lull ; when preceded by a vowel and followed by a down stroke, elbow .

Down stroke L is used when preceded by a vowel and followed by a horizontal at the beginning of a word, elk ; when the final element of a word, toil .

Sh is written upward when it is the last consonant followed by a vowel, bushy  and after F and V, fish .

The strokes Sh, L or R may be written either up or down in the middle of a word according to ease and legibility.

WORD SIGNS.

thousand, thank-ed. 	beyond. 	from, time. 
worth. 	yet, young. 	home, member. 
think, youth. 	you-r, year. 	long. 
can. 	dollar, had. 	among. 
company, come. 	do, defendant. 	thing. 
could, kingdom. 	did. 	go. 
that. 	part. 	gave, together. 
them. 	plaintiff. 	give-n. 
with. 	opportunity. 	shall. 
what. 	usual. 	should. 

WRITING EXERCISE.

Rome, ark, pulley, elm, rarefy, airing, carry, July, arch, elk, arm, alimony, Illinois, Chicago, Nell, earth, ash, territory, lower, map, Lowell, layer, tarry, wrap, Albany, wrung, variety, uproar,

fishy, repay, although, rummage, ratio, shanty, Elmira, laid, failure, dilemma, career, delude, gaily, almighty, aloof, Alabama, militia, terror, horror, tissue, rotary, alibi, erring, following, rock, mirth, reared, like, lively, earthly, Ashley, hurry, dairy, rush, below, folly, mulatto, jury, bellow, Ramona, victory, fire, Harry, latch, alive, file, toil, allude, lyre, Mary, duly, lawyer, rowing, bushy, limb, notary, oar, reach, ear, lime, leaf, narrow, robe, fiery, merry, olive, wretch, ivory, era, shallow, arena, ridge, early, allege, royal, lavish, renewal, layer, shapely, Toledo, revenge, Irish, gush, reap, lash, lively, alum, lazy.




He should make it also. Give me the red pillow. The defendant is among them. What did you do with that dollar? He should make an apology. I can make a thorough job of it. I had to follow him. They urge us to go daily..

After each writing exercise has been corrected, write the exercise ten times.

Form the outline mentally before attempting to write it.

LESSON VI.

CIRCLES AND LOOPS.

The S sound occurs so frequently that it is necessary to provide a briefer sign for it. A small circle is used to represent the S or Z sound. It is written on the upper side of K, G or Ree.  on the right side of down strokes and slanting strokes.  and on the concave side of curves.  On straight stems the circle is made with a motion contrary to the hands of a clock.

A circle at the beginning of a stem is read first ; at the end of a stem it is read last. Sap... peace...

X is indicated by K and the s circle. Ox..... excite.....

Order of Reading :

- (1.) The circle.
- (2.) The vowel before the stem.
- (3.) The stem.
- (4.) The vowel after the stem.
- (5.) The final circle. Ex. Suppose...

Between two stems forming an angle at the juncture, the circle is placed on the outside of the angle. Desk... passage... misuse...

Between a straight stem and a curve, the circle is placed inside the curve. Dazzle... deceive...

Between two curves not forming a distinct angle, the circle is placed within the first curve. Massive... officer...

The S stem is used when it is the only consonant in a word. Ace...)

The S stem is used when it is the first consonant preceded by a vowel. Ask... assume...

The S stem is used when it is the last consonant followed by a vowel. Busy... accuracy...

The S stem is used when it is preceded or followed by two concurrent vowels. Science... pious...

When Z is the initial sound the stroke is used. Zero... zouave...

WORD SIGNS.

charge.....	well.....
change, which.....	will.....
why.....	because.....
when.....	her.....
would.....	here, hear.....

half, form..... are, our.....
 favor, for..... were, where, recollect.....

WRITING EXERCISE.

Sick, spy, cell, pussy, sauce, easy, doze, escape, sip, soon, joys, dice, cause, askew, silly, joyous, busy, pathos, fussy, rejoice, rice, slice, arise, chaos, city, resume, Alice, risk, visage, cassock, sum, voice, sleep, acid, mislay, ace, lisp, vessel, misery, bias, tissue, righteous, ceremony, slower, owes, sagely, sketch, speech, Chinese, members, serious, series, famous, buyers, fox, reduce, salary, times, Elizabeth, alongside, refuse, parts, capacity, resolve, excuse, use, follows, message, Missouri, offset, vista, nicety, wasp, receive, apostle, various, dollars.

They will make no charge for this piece. They miss no opportunities. He recollects all those things. Remove the lower sash. On Tuesday there were copious showers. Eliza, come here. Take some celery. Give me the summary. His sagacity satisfies her.

A good stenographer must be a good speller.

LESSON VII.

LARGE CIRCLE AND LOOPS.

The Large Circle.—Two S or Z sounds with an intervening vowel sound are indicated by a large circle. Society ^v... ^p... Mississippi... passes.....

The St Loop.—By changing the circle into a small loop, T or D is added. Past..... supposed...&...

The st loop may be used at the beginning, middle or end of words. Stack..... honestly..... imposed...&...

Ster Loop.—By changing the circle into a large loop, TR is added. Pasture..... master..... yesterday..4..

The ster loop is used medially and finally but never initially.

In writing the loops medially, never cross the preceding stem.

Earnestly..26

No vowel can precede an initial circle or loop, and no vowel can follow a final circle or loop.

The s circle may be added to the ses circle and also to the loops. Possesses..8... casts..... posters...8..

St and ster loops are combined with other consonants in the direction of Ch in some words, to make a briefer outline. Extensive...gastric..... unsteady....1..

WORD SIGNS.

large.....	influence...2
advantage.../...	have.....
next...2	ever...2
ob' ject.....	was.....
but, object'.../...	these...2
subject, subsequent.....	own.....
several...2...	any...2

WRITING EXERCISE.

Phases, stories, juices, duster, texture, mystify, list, style, caustic, ice, wisdom, receipt, necessity, suggest, mossy, Isaac, alias, gesture, mists, moisture, stupefy, administer, ulster, instep, excessive, decisive, lobster, emphasized, thesis, amanuensis, possessor, invest, axes, Cincinnati, solicit, disturb, statistics, elastic, staff, yeast, utmost.

He may resist if he exercises power enough. He lives at Worcester. Her waist is so small for her size. Give me the scissors, Alice. What is that mixture that they steam so much? There were various styles for sale. That assessor is notorious.

The Zouaves will stop at Rochester. Elizabeth was seasick several times. Will she register the answer? They may desist this season. It is costly but artistic. That justifies him. The sealing-wax is at the office. His accessories were few. The industry justifies the cause at this season. His successes were many. They have a cozy home in Tennessee. I recollect that because I was there. How they absorb him! The pastor announced the text. His silly way amuses me. Why should that exhaust you? The synopsis is ready. Will the storm last long? Such excesses are excused at a time like this. Did you deposit the money in that bank? That territory must be annexed. How well she sails on the Pacific. They accused him Sunday at Amsterdam.

Good penmanship is a necessary requisite to a stenographer.

LESSON VIII.

PHRASING.

The method of writing two or more words together into one outline without lifting the pen from the paper is called phrasing.

There are two classes of phrases: (1) joining words without changing their outline; (2) joining two or more words without regard to their regular outline when alone.

Words that should be joined are words that naturally fall together, being closely connected in sense. The outline should be easily read when written and the phrase should not be too long.

Position.—The first word in a phrase generally governs the position. If the first word in a phrase belonging to the first position, be a circle, loop or horizontal, it is written so that the second word in the phrase is in its regular position. Can be... has had... as many as... is this...

Word signs are frequently used in phrases.

The s circle adds in phrasing *as* or *has* above the line, and *is* or *his* below the line. Has been... *s*... is this... The circle sometimes adds *us* finally. For us... *s*...

Large Circle.—Any two of the above circle words are expressed by the large circle. As has... *s*... as his... *s*... is as... *s*... is his... *s*...

Any one of the above circle words may be prefixed to a word beginning with a circle, or affixed to a word ending with a circle. Has said... *s*... takes his... *s*...

St Loop.—The st loop adds *to*, *it* or *the* to the circle. Has the... *s*... as to... *s*... as it... *s*... is it... *s*... is the... *s*... This loop may be joined initially, medially or finally. As it were... *s*... it is to be... *s*... takes the... *s*...

When it can be joined in the detached form it is more easily read. As to what... *s*... as to that... *s*... is to be... *s*...

A circle may be added to the loop. As it is... *s*... is it as... *s*... unless it is... *s*...

Ster Loop.—The ster loop adds *there*, *their* or *they are* to the circle. As they are... *s*... is their... *s*... is there anything... *s*... because there is... *s*...

WORD SIGNS.

worthy... <i>s</i> ...	manufacture... <i>s</i> ...	misdemeanor... <i>s</i> ...
testimony... <i>s</i> ...	manufacturer... <i>s</i> ...	San Francisco... <i>s</i> ...
technical-ly... <i>s</i> ...	manufactory... <i>s</i> ...	contingency... <i>s</i> ...
technicality... <i>s</i> ...	system... <i>s</i> ...	Massachusetts... <i>s</i> ...

WRITING EXERCISE.

Phrase the following :

It is, is that, as can be, is said, has this, was his, does his, takes us, it is said, as the, is to, that is the, takes it, from us, she is, as to what, as it is, as long as it is, is it necessary, that is to say, this is, this is the, is it that, as soon as they, as it were,



as there is, is there any, makes there, why is there, what is their, where is the, was his, goes there, as long as there is, among us, is it so, has there been any such.




I-may-as-well go as-to stay here. As-soon-as-they come, he-may-be excused. That-is-the-best he-can do for-us. Such-is-the case. Where-is-it? Give me as-much-as-is-necessary. That gives-us just the opportunity. Why-is-it so muddy here? What-is-the notice he-read last Sunday? When-is-there time for-such-a thing? Which-is-the-best subject for-us? Her influence can-be noticed there. Why-is she so-much liked? It-seems-to-be where Miss Berry is sitting. He-is always-there.

"It is not work that kills; it is worry and fear and lack of faith in all its forms; lack of desire to do and to be."





LESSON IX.


BRIEF SIGNS.

Brief signs for W and Y are used when the W and Y stems would make an awkward outline. The brief W is the right or left half of a circle. Wash...... widow......




The brief sign for Y is the upper or lower half of a circle. Yellow...... yoke...... Utah......

In joining the brief signs to the consonant strokes, they should form acute angles.



In phrasing, the brief sign for W stands for *we* or *would* initially, medially or finally, and for *way* and *away* finally. We can...... would be...... stairway...... go away......



The brief sign for Y adds *you* or *your* in phrasing. You do......


The brief signs may be joined initially, medially or finally.




By enlarging the brief signs, any one of the briefs may be added. We would be...... we wish...... you would like......



WAYS OF INDICATING H.



By the stroke. Hoe.  ... Omaha. 






In words beginning with Wh, the H is omitted. Why.  ...
whiskey. 




H is omitted before P or B. Happy.  ... hub. 

H is indicated by a tick written one-fourth the length of a stem in the direction of K or T. This tick is used wherever convenient to shorten the outline. Hello.  ... hymn.  ... heavy 










The H tick adds *he* in phrasing. This tick does not govern position.  ... 

Of is indicated by writing the two words between which it occurs, near together. *Of the* is often indicated in the same way. Day of our.  ... yours of the 27th.  After a distinct pause, or at the beginning of a line, *of* is indicated by a tick in the direction of Ree or Ch.

To, to the or *too* is understood by writing the following word under the line. This is known as "Fourth Position." To do.  ... to leave.  ... to see.  The 4th position of a horizontal is two spaces below the line. To come.  ... to know. 

A, an or *and* is expressed by a tick in the direction of P or B initially, and finally in any direction to form an acute angle. And he.  ... for a.  Whenever the tick cannot be used, the dot is used. A boy. 

WORD SIGNS.

knowledge. 	almost. 	Catholic. 
electric. 	infer. 	administratrix. 
help. 	architect-ure. 	architectural. 

WRITING EXERCISE.

Yoke, weave, weeping, awoke, walk, wife, week, waist, whip, hominy, wisely, wasp, happily, whisk, hypothesis, awake, yea,

Webster, Utica, wedge, yelp, washing, wage, witch, wig, sweep, swim, mishap, heap.

Phrase the following :

In this way, we shall be, we would see, he can, he did, my way, time of day, we would go, and they would, to assist, way of our, we may see, you would be, I wish, I would be, you must be, how long have you.

The waif sat by the wayside. In this way, she is bewitching. We shall be ready to go to the wigwam to-day. May we see the Yankee? The wedding was yesterday at this hour of the day. He can make that if you wish him to do so. He did go out of the way. West of where we live, there is a willow. Ask her to assist in weaving. How much does the box weigh? Watch the dog wag his tail. I infer that you can whistle for him? I wish you could hear him wheeze. Come to the house soon. If you go there, take a whip with you. Watch the waves come over there. Your favor of the 16th was read. Tuesday was the wrong day of the week to help the architect. Come to see me as soon as you can. Is it a part of the circus? That is almost ready for you. Your wife is here.








"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome in trying to succeed."





LESSON X.





THE INITIAL HOOKS.




An initial hook is written at the beginning of a stroke and read immediately after the stroke. There are four initial hooks.


The L Hook is a small hook written at the beginning on the circle or regular side of straight stems, and a large hook on the inside of curves. Play. S... eagle... fly... easel... .)





The l hook is written in the middle of words. Table. ... declare.  misapply.  inclose.  The s circle may be combined with the l hook by writing it within the hook. Civil. ... supply. ... exclaim. 



The R Hook is a small hook written at the beginning on the irregular side of straight stems, and a small hook on curves. Pray. ... utter. ... author. ... free. 


The r hook is also written between stems. Tenor. ... manner. ... plainer. ... cover. 





The s circle is combined with the r hook on straight stems by changing the hook into a circle. Straw. ... seeker. ... superstitious. 




The st loop is also written on the r side of straight stems initially to add R. Sticker. 

In the middle of words the s circle is also combined with the r hook. Chemistry. ... jasper. ... disgrace. ... vesper. 













The s circle is combined with the r hook on curves by writing the circle within the hook. Sinner. ... suffer. 

The Rl series is expressed by Ree with the l hook. Pearl. ... furl. 

The W Hook is a large hook on the regular side of straight stems only. The w hook is combined with K to indicate the Q sound. Twice. ... swirl. ... quire. ... quake. 

The s circle is combined with the w hook by writing the circle within the hook. Squeal. ... squash. ... sequester. 

WORD SIGNS.

remark. 	belong. 	acknowledge. 
remember. 	believe. 	advertised. 
represent. 	practise. 	special, spoke. 
people. 	principle-al. 	especial. 

WRITING EXERCISE.

Troy, crow, please, presses, braced, umbrella, freeze, presume, classify, grocery, employ, progress, decrease, increase, duplex, implicit, proclaim, gnarl, speaker, purely, tropical, newspaper, thimble, voucher, settle, stutter, destroy, disaster, sister, inquest, require, queerly, cedar, cipher, squaw, struggle, squirrel, prosper, reciprocity, stroke, Socrates, exquisite, ledger, Florida, triumph, girl, sublime, disciple, extremity, displeasure, stagger, promissory, requisite, mystery, displace, obstacle, inquiry, resemble, scramble, disagree, strength.

The tray belongs to the lady in black. Please give me your thimble. He preaches tomorrow at Augusta. When this squash is ripe we may cook it. The barrel is large. The supply is increasing daily. The table is set ready for dinner. The easel is small. That would be a disgrace. The remark was saucy. That requires too much practise. She spoke to him as she passed the people. You must acknowledge that prices are lower to-day. If you wish to make a deposit at that bank, we may assist you. The heavy baggage was placed in that room. You may blame the girl for walking so slowly. We propose to make trouble for him unless there is a change in his manner soon. She is in a stupor.

"The first thing to do, if you have not done it, is to fall in love with your work."

LESSON XI.

SPECIAL VOCALIZATION.

Thus far it is impossible to place a vowel sound between the stem and the initial hook. In order to shorten what would otherwise be a long and awkward outline, a scheme of special vocalization has been provided.

Special Vocalization is the placing of a distinct vowel sound between the consonant stroke and the L or R hook. It is indicated by placing the first position dash vowels before the stem, second position through, and third at the termination. Call full . . . coal . . . fulfil . . . The diphthongs are treated the same. Pile

The heavy dots are changed into circles and placed in their proper positions before the stroke; the light dots are changed into circles and placed after the stroke. Pair pellmell pill deal car

Negatives are formed from positive words by doubling the first consonant; in words beginning with L or R the hooks are used. Movable immovable resistible irresistible

The parts of a compound word are frequently disjoined. Hand car

WORD SIGNS.

wealthy	surprise	language
question	over	performance
during	truth	neglect
degree	public	new
describe	republic	now
November, never	peculiar	New York
become	peculiarity	distinct
similar	signify	insurance

"Now" is written with the first half of the diphthong OW, and "new" with the last half of the diphthong EW.

WRITING EXERCISE.

Repressible, irrepressible, journey, Germany, corner, railroad, sharp, necessary, unnecessary, legal, illegal, guarantee, nervous, north, illegible, partial, persevere, analysis, telescope, discourtesy, divulge, authority, immodest, persist, column, harmless, splurge, cheerful, cork, lurch, rehearse, perplex, Harper, reverse, initial,

coarse, pulse, torpor, terrible, carp, carnage, careless, parboil, calico, fervor.



Ship the cargo via New York. Answer by wire when you receive this. Tell me where you were when we looked for you. The average price is forty dollars. She wears frocks of every color. That signifies similar taste. The insurance policy is peculiar in this case. Give me a proverb, please. Mabel will go to Virginia with her uncle, the sheriff. The farmer works early, while many people are sleeping. The philosopher lives in New York. I am going to take a course at the Business College. We can do no more work on the journal till the paper comes. The careless person had no courage to go on with his work. Can you guess the value of such a volume as that in the parlor? They are in a quarrel now.


"Give us, O give us," cried Carlyle, "the man who sings at his work."


LESSON XII.


THE INITIAL HOOKS IN PHRASING.


The *L Hook* adds *all* or *will*. At all..... we will. 

The *R Hook* adds *or*, *are* or *our*. We are...  ... what our
...  ...

The *W Hook* on straight stems adds *we*. Are we.....
what we. 

The *Y Hook* is a large hook made on the irregular side of straight stems only. It adds in phrasing, *you* or *your*. At your


The *Y* and *W Hooks* are used more frequently in questions, thus leaving the end of the stem, which would otherwise have a brief sign, free to take another word. Do you know... .

Was is added to straight stems by the *w hook* and *s circle*.
It was. .

The I tick is written upward before *can* and *could*. I can

 .

Or is expressed between two numbers by writing the second number above and at the right of the first number. Fifteen or twenty..15²⁰..

To is expressed between two numbers by writing the second number below and at the right of the first number. Eight to ten
 .8₁₀..

From and to are omitted in such phrases as "from year to year"..... From day to day...||.....

The *or*, *an*, *who*, *there*, *to* and *I* ticks may take the l and r hooks in phrasing. The I tick is always written upward to take the l hook. Who are... I will... there will....

WORD SIGNS.

Mr.....
 aristocracy-tic...
 executrix.....
 distinguish...by.

advantageous...
 advantageousness...
 deliver...
 characteristic.....

WRITING EXERCISE.

We are ready, in all, as we are, as you will, did you see, at our, what are we, what do you think, unless there is, there were, where did you go, were you aware, where was there, where were they, where were you, which are likely, ten or twelve or fourteen, one to two, so far as they are, since there is, in all cases, can you tell how much, do you know, it is true, I have a, I will have, we are able, do you believe, do you recollect.

Dear Sir: We are just in receipt of your favor of the 20th inst., and in reply will say that you may come to our office next week Tuesday and we will give you a trial.

Very truly,

"Genius is simply the ability to concentrate your energy and learn to do things better than anybody else."

LESSON XIII.

FINAL HOOKS.

A small hook on the regular side at the termination of straight stems only, adds F or V. Define...*f*... cuff...*f*... chief...*f*... A circle may be added by placing it within the hook. Caves...*f*...

N Hook.—A small hook at the termination on the irregular side of straight stems and on the inside of curves adds N. Tone...*n*... been...*n*... orange...*n*...

A circle is placed within the hook on curves. Veins...*n*... Circles or loops are added to the n hook on straight stems by changing the hook into a circle or loop. Chanced...*n*... rains...*n*... Between stems, N cannot be indicated in this way.

Order of Reading.—A final hook is read after the vowel which follows the stem. No vowel can follow a final hook at the end of an outline. Men...*n*... many...*n*... deaf...*n*... defy...*n*...

Shun Hook.—A large hook at the termination of straight stems and curved stems on the regular side adds *cian*, *sion* or *tion*. Fashion...*n*... motion...*n*... missionary...*n*...
















Ter Hook.—The *ter* hook is a large hook on the irregular side, at the termination of straight stems only. It adds tr, thr, dr, dhr with any intervening vowel. Actor...*n*... debtor...*n*...

S-Shun Curl.—When the shun sound is preceded by the S or Z sound, the s-shun curl is used. Acquisition...*n*... physician...*n*... sensational...*n*...

This curl may be combined with the n hook on straight stems. Transition...*n*...

The circle may be added to the s-shun curl. Oppositions...*n*...

WORD SIGNS.

collect. 	possible-ly 	number, brother 
correct. 	already 	first. 
probable-ly 	without 	careful-ly 
nevertheless 	business 	stenographer 
differ-ent-ence 	opinion 	dwell 

WRITING EXERCISE.

Dive, rove, engrave, proving, toughen, strive, drive, carving, divine, twin, pine, atone, planning, furnish, chaplain, irony, Hermon, curtain, sprains, reverence, eloquence, punish, iron, semi-colon, assurance, cistern, romance, urgency, revolver, recline, scorn, ocean, denounce, sojourn, impertinence, gainsay, proven, adjourn, fragrance, fashion, mission, dominion, chances, acceptance, admiration, relation, inclination, occasional, duration, auctioneer, rational, perfection, abomination, resolution, attention, tuition, Grecian, delusion, debtor, Peter, caterer, equator, brighter, structure, scripture, refrigerator, procession, supposition, succession, defense, cessation, relaxation.

Will you please call attention to the position of the outline? Ambition, aspiration and a disposition to work will bring remuneration. Probably the calculation was given without contemplation. A due appreciation of such an exhibition was probably impossible. Last Wednesday there was a difference of opinion expressed by many. Monday morning the physicians will be here to speak at the association. Character, persistence and determination are effective in winning laurels. Passion and oppression may drive people to revolution. The vacancy occurs to-day. In your opinion, lack of money is annoying.

"Do not be satisfied with second-hand or third-hand things in life."

LESSON XIV.

PHRASING.

The V hook on straight stems and the Shun hook on curves add *have* or *ever*. What have you... *h*... we have... *y*...

The N hook adds *own*, *been* or *than*, and sometimes *and* or *an*. Our own... *n*... more than... *n*... This hook is often used within the shun hook. We have been... *y*...

The Ter Hook adds to straight stems without a final hook *there*, *their*, *they are* or *other*. Be there... *y*... The N hook may be added within the ter hook. At their own... *y*...

One is added to straight stems by the W hook and the N hook. But one... *S*...

The *or*, *an*, *who*, *there*, *to* and *I* ticks may take the *v* or *n* hook in phrasing. The I tick is always downward to take the *v* hook. Or have... *v*... and have... *v*... whoever... *v*... there have... *v*... to have... *v*... I have... *v*... their own... *v*...

WORD SIGNS.

domestic... *h*...

cross examine... *n*...

controversy... *y*...

December... *h*...

January... *n*...

democracy-tic... *L*...

democrat... *h*...

refer-ence... *y*...

February... *y*...

preservation... *y*...

WRITING EXERCISE.

You may have, we shall have, it may have been, did you have anything, that have been, can there be, should have, as long as you have, we will be there, longer than, which have been, had been,

your own, at your own, did their, each other, rather than, are other than, had one, by one, they have been, as you have been, where they are, surer than, as your own, one evening, any one else, at their own, as to what they are, larger than, in reference, in relation, do you own, for which they are, from your own knowledge, more than any, per annum, such as we have, some one, Sunday School, pro rata, that has ever been, they were there, your honor, with reference, I have a, and have, or have, there have, there are so, whom our, or our, I will see, there will be, to our.

We shall employ only those who do their best and who are always trying to do better. We shall have to ask you to practise every phrase in these exercises if you wish to use them with ease in dictation. As long as you have a thorough knowledge of the principles of this book you will gain in accuracy every day. That has ever been the story.

Mr. Charles Brownell,
Buffalo, N. Y.

Dear Sir:

We are this morning in receipt of your favor of December 30th, and we notice what you say in reference to the quotations on drills. What is the price for same size drill with spring pressure? We shall be pleased to hear from you at once.

Very truly,

"Nothing ever comes to one that is worth having, except as a result of hard work."

LESSON XV.

CONSONANTS OMITTED.

Omission of consonants is frequently made in words where the outline would be briefer or less difficult.

In words ending with "script" or "scribe" the r hook is omitted. Subscribe... prescribe...

In syllables ending with ST, the T is frequently omitted. Postoffice... text-book...

K or G, when immediately preceded by NG, in words of more than one syllable, is omitted. Banker... anxious... angle
.....

N is omitted before the sound of Jr. Messenger... passenger...

The n hook is frequently omitted before M. Penman...

When P follows M and is scarcely pronounced, the P is omitted. Empty...

In words beginning with "trans" the N is often omitted between the circle and a consonant stem. Transgress... transpose...

WORD SIGNS.

altogether...	children...	health-y...
doctrine...	Jr....	endeavor...
southern....	Christian.....	length-y.....
punctuation...	transportation...	captain.....

WRITING EXERCISE.

Stranger, endanger, transcribe, transfer, stronger, pumpkin, presumption, postpone, triangle, hunger, bungling, lastly, mostly, postal, distrustful, assumption, Tompkins, boastful, prescribe, sanction, anxiety, restless, unction, function.

I infer that free transportation is altogether out of the question. Even from such a distance you can hear the tinkling of the bells. Almost every man in Hampton was in danger. They sprinkle the avenues each morning. No distinction was shown any of the children. That Catholic priest lives in Massachusetts. The doctrine is too lengthy. The punctuation is correct so far as I have

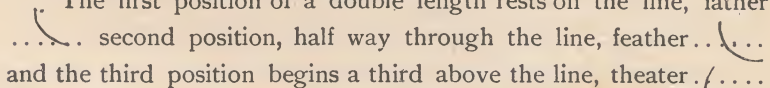
noticed. We have testimonials from many who have used these shingles. It is a dangerous proceeding. The telephone rings very often.

"The best preparation for good work tomorrow is to do good work to-day; the best preparation for life in the hereafter is to live now."

LESSON XVI.

LENGTHENING PRINCIPLE.

Curved stems and straight stems with final hooks are made twice the length of a stem to add any combination of *tr*, *thr*, *dr* or *dhr*. This combination is read just before the final circle.

The first position of a double length rests on the line, father second position, half way through the line, feather and the third position begins a third above the line, theater


The positions of upstrokes and horizontals remain the same as in single lengths

Alter entire mother render mature
 litter

Lengthening in phrasing adds *there, their, they are* or *other*.
 The other when they are shall there I am
 therefore

A *triple length* is made three times the length of an ordinary stem to add any combination of the lengthening principle to a stem already lengthened. Literature under there whether they are

After is added by lengthening and the *v* hook. Week after
Another is added by lengthening and the *n* hook. At another

WORD SIGNS.

began.....	quarter.....	circumstance..f.p...
begun.....	formation.....	circumstantial.....
begin.....	description.....	citizen..f...
application.....	another.....	financial.....

WRITING EXERCISE.

Lender, surrender, venture, slanderous, underpinning, alderman, underneath, water, Easter, yonder, wonder, stockholder, swelter, highwater, diameter, voter, Luther, shelter, alder, ladder, furniture, interference, tender, oyster, pretender, founder, undertaking, counterfeiter, lettering, inventor, after, hitherto, cinder, entrance, cylinder, hatter, shoulder, shorter, nature, defender, adventure, thither, altered.

An explanation of the entire matter was necessary before we could proceed. The thermometer registered two degrees colder this afternoon. Should that feature enter into such a proposition? Neither Arthur nor I loitered. The vase was shattered to pieces on the stone walk. The order was placed on file yesterday. I can tell you better later, whether I can go. The program was interspersed with music. The undertaking of such an enterprise makes me shudder.

Phrase: On there, between there, for there, run there, whether they are, for another, from other, that their, with others, no other, always was there, among all their own, all there is, although there is, any other time, any one there, at another date, at one time, begin there, day after day, he was there, here and there, from all others, hour after hour, it will be, well known there, may have been there, quite sure they are, Saturday afternoon, shorter than, shall therefore, then there were, United States Senator, was there anything said, yet there is no.

Mr. Thomas Skinner,
Philadelphia, Pa.

Dear Sir:

Enclosed is my check for \$57.66, interest on the Bender mortgage due the first inst.

Please advise me whether I shall in future deposit this interest with the First National Bank of Saginaw to your Company's name?

Please answer by early mail.

Truly yours,

Samy Mallock

"Speed is worth nothing without accuracy, but accuracy is worth something without speed."

LESSON XVII.

HALVING.

By halving a stem, T or D is added. Hat..... light.....
abide.....

The position of half lengths remains the same excepting the third position which is written entirely below the line. Beautify
... foot...
Order of Reading:

- (1.) Circle or loop.
- (2.) Stem.
- (3.) Initial hook.
- (4.) Final hook.
- (5.) Halving or lengthening.
- (6.) Final circle or loop. Squanders..... splints.....

After half length or lengthened N use down stroke 1. Entirely
..... definitely. *ly*

WORD SIGNS.

particular..... develop...*h*... frequent.....
gentleman..... intellect-ual...*h*... intelligent...*h*...
gentlemen...*h*... United States...*h*... intelligence...*h*...

movement..... astonish-ed..... between..j....
 behind..... witness..j.... return..j....

WRITING EXERCISE.

Plot, head, crowd, grate, gladly, cried, fleet, credit, lard, entreat, Albert, rolled, applaud, cabled, lightly, wavered, Broadway, freighted, applied, Robert, brutal, agreed, assault, tendency, random, country, bandage, assent, fountain, mountain, agreement, assignment, honored, migrate, offered, relative, freightage, tried, candid, mote, copied, attached, obscured, elegant, presumed, accident, sustained, announced, delegates, elevate, abstract, present, implicate, pleasantly, reviewed, sentence, recent, fatal, payment, mould, middle, refund, shirt, cleaned, spending, Grand Rapids.

Messrs. Smith & Bailey,
 Detroit, Mich.

Gentlemen:

Enclosed find draft on Merrill & Glass, amount \$45.00 for collection. Urge settlement and if not paid get their acceptance and return to us direct.

Very truly,

Get, that you may give to others.

LESSON XVIII.

HALVING (Continued).

EXCEPTIONS.

Lee and Ree, when standing alone, are halved to add T, but not D, unless they begin with a circle, loop or hook, or end with

a hook. Right... ride... light... loud... slide
... rend...

When T or D is the last consonant, followed by a vowel, or when preceded by two vowels, the stem is used. Into... motto... poet...

A consonant cannot be halved to add T or D unless it makes a distinct angle with the preceding stem. Looked... imbibed...

The half length *ted* or *ded* may be detached and written near the preceding consonant when it does not form an angle. Doubted... waited...

WRITING EXERCISE.

Piped, captive, potato, esteemed, Monday, remitted, adjourned, attentive, avoiding, fatally, bottle, indicate, diet, active, invited, road, indeed, oozed, studied, gratitude, attitude, rotated, select, listened, permitted, politely, actual, underestimate, detailed, article, daylight, remote, phosphate, crippled, reciprocate, Lockwood, stuffed, maintenance, delegates, sergeant, manifold, accident, acceptable, alphabet, mutilated, alphabetical, adequacy, shuffled, encountered, interrupted, illegitimate, emphasized, illiterate, permanently, blundered, pronounced, legitimate, judged, poetic, dated, agitated, dreaded, credited, entreated, imitated.

The ancient edifice was torn down by efficient workmen. The typewriter should be treated as carefully as you would treat a friend. He left the room with a bad headache.

PHRASING.

Halving in phrasing adds *to*, *it*, *the* or *had*. Did the... we had... *its*, *it is* or *it has* is added by halving and the S circle. But it is... if it has not...

Not is added by halving and the N hook. Do not...

That and *time* are written in full when joined to a preceding word. At that time... long time... from that...

Have n't, *don't*, *did n't*, etc., are distinguished from *have not*, *do not*, *did not*, by writing the apostrophe under the line. While these abbreviations are not used in formal delivery, they are constantly used in the examination of witnesses. Have n't... don't... did n't...

WRITING EXERCISE.

After-all it-is-not true. Are-we-not all-right about-it? It-was at-or-about-that-time the U.-S.-Senate was in session. At-all-times he-is ready. I-can't deny it-or say I-did n't-do-it. Do-you-mean to-be-there-a great-deal? I-did n't do-it. Don't miss-it on-our-account. In-other-words come at-all-times. As-late-as-yesterday he-said-it. It-will-not be-done for-its-own-interest. I-mean to-be-there when-you-are. I-cannot tell whether-or-not I-can-be-there. He told me that-it-was-not done a-day-or-two-ago. I-saw-that it-was among-his treasures. After-all he-does-not-know-anything against-us.

Give daily, your best efforts.

LESSON XIX.

PREFIXES.

Con, *com* or *cum* is indicated by omitting it and writing the remainder of the word close to the preceding one. We compose... her consent... After a distinct pause, or at the beginning of a line, *con* is expressed by placing a dot before the remainder of the word. Common consent... control it... *Con*, *com*, *cum* or *cog* within a word, is shown by omitting it and placing the parts of the outline close to each other. Recommend

discontent. *Words beginning with circum and accom and occasionally in some other words, the cum is omitted.*
Circumlocution... *accompany*... *inconsistent*...

For is expressed by F joined to the remainder of the word.
Forbear... *forgotten*...

With, by Dh joined. *Withdrawn*... *withhold*...

Magna, magne or magni, by M written over the remainder of the word. *Magnify*... *magnanimity*...

Self, by the circle on the line. *Selfish*... *self-esteem*...

Self-con or *Self com*, by the circle on the line and the con dot.
Self-control...

In, en or un is expressed by a curl which is used when the N stem combined with the s circle would make an awkward outline.
Inscribe... *unscrew*... *enslave*... This curl is also used in phrasing to add *in*. In some respects...

The n curl is also prefixed to Fl, Vl, Tw and Dw to make a better outline. *Envelope*... *untwist*... *unflinching*...

WORD SIGNS.

<i>party</i> ...	<i>mistake</i> ...	<i>notwithstanding</i> ...
<i>secretary</i> ...	<i>mistook</i> ...	<i>anything</i> ...
<i>important</i> ...	<i>suggestion</i> ...	<i>nothing</i> ...

WRITING EXERCISE.

Indwell, self-command, communicate, instruction, Wisconsin, insecure, withdrawal, self-defence, unselfishness, forever, inflexible, incompetent, invaluable, magnitude, circumspect, self-complacency, inspire, untwisting, involuntary, convention, accommodate, accomplish, commendable, comfortable, self-confident, commensurate, self-reproach, inconceivable, contemplate, commodity, commercial, commodious, commune, comprehensive, compartment, insomnia, unceremonious, compile, competent, concession, continent, inflame,



conscience, congregation, formerly, withal, withstand, insolently, insolvent, insomuch, untwirl, unsparingly.





The conference continued the entire morning. The magnificent edifice is constructed from the best material which could be obtained.



"There is only one way of gaining speed, practise."


LESSON XX.



AFFIXES.


Ble and Bly are expressed by B when the l hook cannot be easily joined. Attainable...... sensible....


Bleness, Fulness, Iveness, Lessness are expressed by Bs, Fs, Vs, Ls, detached. Agreeableness...... gracefulness...... attentiveness...... carelessness....


Mental, Mentality, by ment disjoined. Elemental...... instrumentality....



In or *on* is added by the n hook. Herein....

Ever, by the v hook on straight stems and the shun hook on curves. Whichever...... however....


Self, by a small circle joined. Thyself....


Selves, by a large circle joined. Themselves....



Ship, by Sh joined or disjoined. Ladyship....

Ology, by J joined or disjoined. Ornithology...... physiology....

Soever, by the s circle and V joined. Whithersoever....

Worthy, by Dh joined or disjoined. Praiseworthy......

Tial, *tially* are indicated by omission when preceded by the n hook. Essential....

Form, by F joined. Uniform...... reform....

lty, by halving the preceding stem. Activity..... gentility

Ly is sometimes added by the detached stroke. Urgently
 ardently.....

Ing is indicated by a dot which is written after word signs and after half lengths T, D, P, B, M, H, Y, L. Forming.....build-
 ing..... heating..... yielding.....

The *ing* curl is used after circles and loops. Interesting.....
 rising.....

Ings is expressed by changing the dot into a circle, or where the *ing* curl is used, the circle is placed within the curl. Begin-
 nings..... castings.....

The *ing* curl also adds *in*, *en* or *on* finally. Chasten.....
 fasten..... This curl adds *shun* after the loops. Illustration

WORD SIGNS.

antagonistic.....	shipment.....	according.....
general-ly.....	sympathy.....	dignify.....
bankruptcy.....	generation.....	dignity.....

WRITING EXERCISE.

Prison, mythology, friendship, whosoever, regimental, within, blamelessness, perform, township, wakefulness, doubtfulness, constructiveness, yourself, insensibly, desirableness, Henderson, pestering, Thompson, whatsoever, whoever, unseaworthy, scholarship, affability, plausible, sociability, remitting, clustering, requesting, referring, abominable, ostensible, shiftlessness, faithfulness, accepting, forcible, ornamental, reformation, ministration.

Read over everything that you write until it can be read as fluently as if written in longhand.

LESSON XXI.

The TICKS are made one-fourth the length of a stem. Besides joining them to the strokes they are combined with other ticks, small hooks, briefs or circles in phrasing.

The *a*, *an* or *and* tick is written in the direction of P or B initially, and finally in any direction to form an acute angle. This tick is never used alone. It takes the V hook to add *have*. And I, a, an [>].... and the [∟].... and there [>]...and have ^v.... and he [∟].... and we, would ^z.... and you-r [~].... you and I ^z.... and as I ^p.... and as to ^o....

The *he* tick when standing alone is written in the direction of T in the second position. In phrasing it takes the small hooks. It is written in the direction of K or T when joined to other strokes. He will ^r.... he did ^f... he will not ^r...

The I tick is written in the first position in the direction of Ree or Ch. This tick is written upward before P, B, T, D, K, G, Th, Dh, Ch, J, N, Ng, F, V. It is written downward to take the V hook to add *have*, and upward to take the L hook to add *will*. I can ^r.... I shall ^r.... I had ^l.... I change ^l... I know ^r... I think ^l... I have ^c.... I have not ^z.... I will ^v....

The *the* tick is a final tick in the direction of K or T. This tick is used when *the* cannot be added by halving or by changing a circle into a loop. Against the ^p... under the [~] is it the ^z....

The above ticks do not govern position when joined to other outlines.

TICKS THAT GOVERN POSITION IN PHRASING.

The *to* tick is always written below the line in the direction of P. It takes any of the small hooks in phrasing. To make ^r.... to whom ^s... to have ^v.... to his ^v....

WRITING EXERCISE.

To whom did you make the remark? John and I will be there. Were there any of your people there at that time? You and I will go, and as to the others, they may act their own pleasure. I think I will not go as I have not the time, and there is no advantage to be gained. You and I will go, and as I have already been there, it will not take long. Mary and he, I think, will be there and your brother also. Would he like to have you tell him who will, or who will not go? He will build the barn next summer. Come to our house as soon as possible. That is a sort of an excuse. Of the two, I will suggest this one. A day or two ago I might have consented. They are over there now. You compelled me to put the address there. Are you going there after the magazine. You controlled yourself admirably.

The principles of this book must be thoroughly mastered and understood. Let them become a part of you, in order that you may apply them naturally and with no apparent mental effort.

PHRASE SIGNS.

above all others...
according to...
at hand...
at once...
at length...
at first...
at all events...
any statement...

as long as the other...
at any rate...
absolutely necessary...
as a matter of course...
at sometime or other...
Atlantic Ocean...
at your place of business...
at last...

at least... f..
Baptist Church...
before or after...
best of my recollection...
bill of exchange...
bill of sale...
certain extent...
circumstances of the case...
common law...
Court of Sessions...
Court of General Sessions...
cross-examination...
defendant's counsel...
direct examination...
Eastern States...
Episcopal Church...
eternal life...
et cetera...
fellow citizens...
First National Bank...
F. O. B...
for instance...
for the purpose...
gentlemen of the jury...
great extent...
had therefore...
honorable gentlemen...
House of Representatives...
House of Congress...
I am therefore...
in consideration...

in consequence...
in full...
in life...
in order that...
in point of fact...
in the words of my text...
in reply to your favor...
in separating the...
insurance company...
it seems to me...
it will therefore...
Jesus Christ...
Justice of the Peace...
last will and testament...
learned counsel...
legislative session...
less than...
Member of Congress...
Members of the Legislature...
Methodist Church...
Mr. Chairman...
Mr. President...
My dear sir...
My dear madam...
Northern States...
notwithstanding the fact...
objection overruled...
objection sustained...
on hand...
Pacific Ocean...
Presbyterian Church...

personal estate...
 plaintiff's counsel...
 President of the U. S...
 real estate...
 re-cross examination...
 replying to your favor...
 replying to yours...
 Roman Catholic Church...
 Secretary of State...
 set forth...
 shorter than...

Southern States...
 step by step...
 to hand...
 the other...
 to a certain extent...
 U. S. of America...
 very affectionately...
 very shortly after...
 vice versa...
 witness stand...
 very respectfully...

yours truly

WORD SIGNS AND CONTRACTIONS.

According-ly	are
acknowledge	aristocracy-tic
administratrix	artificial
advantage	as
advertise	astonish-ed
almost	awe
already	bankruptcy
altogether	Baptist
among	baptism
an-d	because
angel	become
another	before
antagonistic	began
any	begin
applicant	begun
application	behind
architect-ure	belief-ve
architectural	belong

beneficial-ly.	delinquent.
between.	deliver.
beyond.	democracy-tic.
brother.	democrat.
business.	describe.
but.	description.
cabinet.	develop.
can.	did.
capable.	differ-ence-ent.
captain.	difficult-y.
careful-ly.	dignify.
catholic.	dignity.
celestial-ly.	discriminate.
certain.	distinct.
certificate.	distinguish.
change.	Dr. (doctor).
characteristic.	do.
charge.	doctrine.
children.	dollar.
Christian.	domestic.
circumstance.	during.
circumstantial-ly.	dwell.
citizen.	effect.
collect.	endeavor.
come.	electric.
company.	especial-ly.
consequence.	Episcopal.
contingency.	establish.
controversy.	evangelical.
correct.	ever.
could.	executrix.
county.	experience.
cross-examine.	extraordinary.
December.	fact.
defendant.	familiar.
degree.	familiarity.

favor	his
February	history
financial-ly	home
first	I
for	immediate
form	important- <i>ce</i>
found	inartificial-ly
frequent	independent- <i>ence</i>
from	indignity
gave	indispensable- <i>y</i>
general-ly	infer
generation	influence
gentleman	inscribe
gentlemen	insurance
give-n	intelligence
go	intellect- <i>ual</i>
govern	interrogatory
governor	is
Great Britain	January
had	Jr. (junior)
half	jurisprudence
halve	kingdom
handkerchief	knew
has	knowledge
hath	language
have	languish
he	large
health-y	legislature
hear	length-y
heaven	little
held	long
help	malignant
her	manufactory
here	manufacture
him	manufacturer

Massachusetts	owe
maximum	own
member	parliament
memoranda	part
memorandum	particular
mental	peculiar
million	peculiarity
misdemeanor	pecuniary
mistake	people
Mr	performance
mistook	perpendicular
movement	perpendicularity
myself	phonographer
neglect	phonographic
never	phonography
nevertheless	plaintiff
new	plenipotentiary
New York	popular-ity
next	possible-y
notwithstanding	practicable-y
November	practical-ly
now	practice
number	preliminary
O, oh	prerogative
ob'ject	preservation
object	principal-le
objection	privilege
observation	probability
of	probable-y
opinion	profit
opportunity	property
or	proportion
ordinary	punctuation
organize	public-sh
over	qualify

quarter.	should.
question.	signify.
recollect.	similar.
recollection.	similarity.
recoverable.	singular.
refer-ence.	somewhat.
regular.	sometime.
regularity.	southeast.
religion.	southern.
remark.	southwest.
remember.	shipment.
remembrance.	speak.
respectfully.	special-ly.
represent.	specification.
representation.	spoke.
rèpublic-sh.	stenographer.
repugnant.	subject.
responsibility.	subjection.
responsible-y.	subsequent.
resurrection.	suggestion.
return.	superficial-ly.
Rev. (reverend).	superintend-ent.
revolutionary.	surprise.
Roman Catholic.	swear.
San Francisco.	swift.
saguine.	swore.
satisfaction.	sympathy.
satisfactory.	system.
Saviour.	technical-ly.
secretary.	testimony.
seldom.	thank-ed.
send.	that.
September.	the.
several.	them.
shall.	there.

these..	what..
thing..	when..
think..	where..
time..	which..
thousand..	who-m..
to..	width..
together..	will..
transportation..	with..
transubstantiation..	without..
truth..	witness..
understood..	world..
United States..	worth..
universe..	worthy..
university..	would..
usual-ly..	year..
was..	yet..
wealth-y..	young..
well..	your..
were..	youth..

BUSINESS LETTERS.

Mr. John S. Kellogg,
Manistee, Mich.

Dear Sir:

Replying to your favor of the 20th, will say that we believe you will run no risk whatever in shipping the stock of goods which Mr. Roberts desires, on his terms, as he is a man of good financial ability. We are doing business with him right along.

Yours truly, (59 words.)

Mr. W. L. Lucas,
Detroit, Mich.

Dear Sir:

The order for one car-load of lumber which you sold to Brown, Jones and Co., Muskegon, Mich., will be shipped the first of next week. The cause of the delay is that we wished to give them the new doors and patent holders which we can supply from our new stock.

Prompt attention will be given all future orders.

Very truly, (81 words.)

Mr. F. W. Day,
Topeka, Kans.

Dear Sir:

In future, when sampling any specialty, if the physician has been previously sampled on this specialty, kindly make notation on your report, stating about when he was previously sampled.

Yours very truly, (40 words.)

Mr. A. M. Williamson,
Battle Creek, Mich.

Dear Sir:

We have your letter of the 21st inst., advising us to hold your work until we again hear from you. We will follow your instruc-

tions and will set no type or do any work on same until you advise us.

Yours truly, (52 words.)

To Our Salesmen:

We are not certain whether all the salesmen have had instructions to the effect that all Cold Tablet packages are filled with the red coated tablets unless the chocolate coated is specified. Kindly order accordingly.

Very truly yours, (41 words.)

Mr. George Merrill,
Minneapolis, Minn.

Dear Sir:

Replying to yours of the 28th inst., will say that just at present we do not care to invest in the property which you mention. There is no doubt but that it will be good property when it gets good railroad facilities.

Sometime in the future we may be able to do something with this.

Very truly, (65 words.)

Mr. William Simpson,
Ypsilanti, Mich.

Dear Sir:

We are just in receipt of your favor of the 7th inst. We are about to begin suit against James Rice of Grand Rapids, and would like for you to go on our bond for costs, which will not be more than \$10.00 or \$15.00. If it is necessary for us to pay the costs you will not be encumbered as we will pay them.

Very truly, (78 words.)

Messrs. Holmes & James,
Buffalo, N. Y.

Gentlemen:

We are just in receipt of your letter asking us to send you one of our catalogues. We regret to say that we do not issue any on

account of prices fluctuating so frequently. We will take pleasure, however, in asking our Mr. Brown to call upon you and give you prices on anything you may wish.

Thanking you, we remain,

Yours truly,

(70 words.)

Mr. Samuel Bushnell,
Marquette, Mich.

Dear Sir:

Your letter of the 20th has just been received, and we thank you for the kind offer which you have extended to our firm. We shall hope to be in a position to accept it in the near future.

Very respectfully,

(49 words.)

The Parish Co.,
Hartford, Conn.

Gentlemen:

Your letter of the 3rd, enclosing New York draft for \$250.60 in payment of the December invoice, was duly received and same has been placed to your credit. We thank you for your promptness and appreciate the payment at this time, as we are greatly in need of the money.

Very truly,

(63 words.)

Miss Mary Balch,
New Orleans, La.

Dear Madam:

We wish to acknowledge your favor of Dec. 4, and also the copy for your shorthand book. The sample copy also came to hand and we are going ahead with the work to the best of our ability.

Yours truly,

(48 words.)

Mr. Walter Lindsley,
Alpena, Mich.

Dear Sir:

Your favor of the 10th has just been received. Will say in reply that we have not yet received our new schedule for this season from the printer, but expect to be in receipt of same in a day or two. Upon their arrival I will forward you one under personal cover according to your request.

Regretting that we cannot accommodate you more promptly, I remain,

Yours truly, (75 words.)
The Prescott Co.,
New York City.

Gentlemen:

We hold for collection claim against your firm in favor of George W. Baker, amounting to \$450.00.

Kindly call upon us or let us hear from you at once.

Yours very truly, (42 words.)

Messrs. Dixon, Thomas, Black & Co.,
Petoskey, Mich.

Gentlemen:

Your favor of the 30th ult. is at hand and contents noted. In reply will say that we do not wish any more maple syrup at present. We are sorry that you had so much trouble in filling our last order. The syrup came to-day and we are very much pleased with it. Enclosed find check for \$22.75 in payment for same.

Thanking you for your kindness, we remain,

Yours truly, (87 words.)
Mr. Charles Williams,
Decatur, Ill.

Dear Sir:

This letter will introduce to you Mr. Frank Barnes, who has been in our employ for about five years. Mr. Barnes goes to De-

catur to seek employment with a dry goods firm. He is well informed in all departments of this business and will prove a most efficient and trustworthy man for you.

Any favor shown Mr. Barnes will be greatly appreciated by us.

Very truly yours, (74 words.)

Phillipps Bros.,

San Francisco, Cal.

Dear Sirs:

Referring to your favor of the 29th ult., we mail you under separate cover a copy of our last catalogue which contains price list of the "Standard" carriage No. 40. We will allow you a discount of 5%, cash with order. All carriages in the "Standard" grade are finished in the very best style.

We shall be pleased to receive from you an order in the near future

Yours truly, (78 words.)

To Our Salesmen:

We think there are a few of the salesmen who have not been sent a supply of seasonable samples for winter to replace the summer samples in their cases. If you have not made requisitions in this connection, kindly do so at once, stating whether you want the large or small agent's vials.

You might advise us just what samples you have of seasonable winter goods and we will send you supplies accordingly.

Very truly yours, (79 words.)

Mr. Albert Burnham,

Omaha, Neb.

Dear Sir:

When sending in repeat orders for special formulæ, please be very careful to always write the number of the special formula on

your order. All that is necessary on repeat orders of this nature is to write the name of the customer and the number of the special formula. If you have time you can also write out the full formula.

We receive an order now and then with merely the formula written out, without the number. The other method will facilitate matters all around.

Very truly yours, (95 words.)

Mr. Frederick Stone,
Jackson, Mich.

Dear Sir:

We will send you under separate cover another supply of pads for demonstration. We have received some requests from our representatives that we mail these pads to some of their prescription physicians. After considering this proposition we have decided that it would not be practicable. The best way to impress the advantages of this preparation on the physician, is to do it by personal demonstration.

We will also send you some folders which you can leave with your prescription physicians after each demonstration so they will have something to refer to, to keep the name on their minds and we will send blotters to each physician.

We, of course, can only push this preparation a month or six weeks longer this season to advantage, but we will unload a lot of it in that time. We suggest, therefore, that you kindly send us the names on your detail blanks of each physician to whom you have given demonstration of Terraplasin and we will send literature accordingly.

Very truly yours, (176 words.)

To Our Salesmen:

We are mailing you with this a variety of labels for Beef, Iron & Wine preparation so that you may be in position to place this preparation with several druggists in each town. You ought to

sell quantities of Beef, Iron & Wine during the next month. This is a preparation for which there is considerable demand in general and there is no question but that we have packages which are unexcelled in appearance and quality. We want the business.

Yours respectfully, (85 words.)

Mr. E. L. Deal,
Denver, Col.

Dear Sir:

Yours of the 25th has just been received. We regret exceedingly to learn that you have sold out. Our transactions with you have been very satisfactory and pleasant.

We hope that the sale has proved a satisfactory one to you, and that in the near future we may hear of your going into business again. We wish you much success in whatever enterprise you undertake.

Yours truly, (76 words.)

Mr. Peter Scott,
Oshkosh, Wis.

Dear Sir:

We will write the mines to hurry forward your coal. The strike threw them behind somewhat. This week there was an accident causing the death of a miner and they stopped work one day on that account.

You would better write the mines often so they will not forget you.

Yours truly, (59 words.)

Mr. Melville Curtis,
Cincinnati, O.

Dear Sir:

Yours of the 29th ult. at hand and noted. We have seen the General Freight Agent. You may give him a draft on us for

full amount of freight on three cars, and send us the freight bills. He will be instructed to accept the draft, and he can credit it to the cashier, Mr. Aldrich, the same as before, as, so much cash.

Yours truly, (73 words.)

Mr. Daniel Moore,
Minneapolis, Minn.

Dear Sir:

Your esteemed favor of the 20th inst., enclosing draft for \$98.00 came duly to hand and the amount has been placed to your credit.

We desire to call your special attention to our latest price list, copy of which we are sending you to-day. We suggest that you purchase quickly as in all probability the prices will advance shortly. We guarantee all of the goods to be strictly first-class in every way.

Trusting that we may receive a continuance of your orders, we remain

Yours truly, (95 words.)

Messrs. Field & Marsh,
32 Canal St., Chicago, Ill.

Gentlemen:

The writer finds that this Company has had more or less correspondence with you during the past year relative to machinery of different kinds, but will say to you frankly that they are in no position to order or decide upon just what is wanted. This Company is now in process of reorganization and matters are about completed. Certain new machinery will be ordered shortly and it is our intention to place the order where it can be done to the best possible advantage. We will be glad to have your representative call upon us next Friday or Saturday, prepared to quote prices with earliest possible delivery and with full information in regard to the following machines:

One 2" x 26" screw machine.

One 3" x 36" screw machine.

One 24" x 12' engine lathe with tread on shear and power cross feed.

One 30" boring mill.

One manufacturer's 4 spindle drill.

One tool grinder.

One 14" x 8" 2 room lathe.

Very truly, (190 words.)

To Our Salesmen:

Several of the salesmen, we find, do not make the instructions specific enough when sending in orders for special formula work. You should be careful in every case to get specific instructions concerning the formula from the customer, with the number of pills or tablets or the number of fluid drams the formula is to represent. The best plan would be to write it down before the customer and have him go over the same after you have written it, to verify, and then be very careful to send it in accordingly.

Trusting we have made this clear, and that you will all exert particular care in this connection, we are,

Very respectfully yours, (117 words.)

Mr. James L. Hamilton,

Newark, N. J.

Dear Sir:

There are many reasons why it is not satisfactory to sell nursery stock through agents who work on a commission, or, what is practically the same, a contract that calls for a certain salary if they sell a certain amount each week. The average agent is working for what there is in it and either intentionally or through ignorance, makes many misrepresentations to the customers, much to the discredit of the nursery he represents. We are among the largest growers in this country, and we are certainly growing the largest

assortment of all kinds of nursery stock in the United States. These goods we must sell, and to do so we must build up a trade, increasing each year as the nursery grows. A few years ago we sold all of our goods through agents, the same as most of the nurseries do to-day, but we have decided to let all agents go, and from now on sell everything direct to the planter through our catalogue and correspondence. In this way we can save the planter the AGENT'S COMMISSION, which amounts to about 40 %, and also the loss from poor orders and other discounts. We have decided to appoint a leading fruit grower as our local representative in each section of the country, who will furnish us with a list of names of people in his vicinity who usually buys nursery stock. To these we will send our catalogue and other circular matter. We have chosen you as our representative in your vicinity. We do not ask or expect that you are to do any canvassing or soliciting of orders; in fact, it may not be known to anyone but you and ourselves that you are our representative, unless it is your desire, but you will be one man at least in your community who has the utmost confidence in this nursery and who is able to speak a good word for it. For this we will keep an accurate account of every order received from any whose names you send us, and we will credit you on our books with 10 % of the amount of their orders, payable in nursery stock, and will notify you as soon as their order is received.

We propose to sell the very best grade of nursery stock that can be grown, at about one-half what agents usually sell it for, and guarantee to deliver it to the customer's railroad station free of charge. We hope that we have made this matter clear to you, and that you will send us as large a list as possible at your earliest convenience, so that we can send them catalogues.

While we prefer to have cash with the order, we would not hesitate to ship to people of responsibility, for payment after receipt of goods.

Thanking you in advance for your co-operation and awaiting your early reply, we are,

Yours very truly, (501 words.)

Oscar F. Burdick,

St. Johnsbury, Vt.

Dear Sir:

In reply to yours of the 1st inst., we would say that we are constantly having opportunities to invest in lands a little more remote than you prefer, and there are many good bargains of the kind offered every month.

Such farms as you propose to buy can be found, but they are held at rather high prices. Still, we can make the investment for you in a way which will prove successful.

Awaiting your instructions, we are,

Yours truly, (88 words.)

Darwin & Brown,

Boston, Mass.

Dear Sirs:

Please send me the goods named below, and draw on me at thirty days for amount of the bill:

10 pieces Paper Cambric

15 " Fancy Linens

12 " Crash

16 " Brown Cotton

10 " Bleached Cotton

Thanking you for past favors, I remain,

Yours respectfully, (59 words.)

Mr. Edward Davis,

Albion, Mich.

Dear Sir:

In reply to your favor of the 3rd, we return the list you inclosed, with prices annexed.

We are certain you will find the prices to be most favorable, and we fully guarantee the excellence of the quality of the goods. Should you favor us with your orders, we flatter ourselves that you will soon confirm by experience the favorable opinion Mr. Henry Adams has been so kind to express of our house.

I have given you prices at three months, which we will discount 5% for cash. Suit your own convenience in this matter.

Believing that we shall soon be in receipt of your order, we are,

Yours respectfully, (119 words.)

Mr. William Henry Markham,
Grand Rapids, Mich.

My dear Sir:

Many of our customers were disappointed in not securing a set of "The World's Great Travellers," because their orders failed to reach us in time. We have, however, induced the publishers to let us have another 100 sets, which will positively be the last that we can offer.

This new lot is now in the binder's hands and will be ready for delivery within a few days. Judging from the response to our first offer, they will last only a short time. If you would like to have a good travel library, we cannot urge you too strongly to take advantage of this rare opportunity.

Travel literature is the most interesting and at the same time the most instructive of all books. If you yourself cannot visit foreign countries, by all means read the experiences of those who have done so. This world of ours is a very wonderful place; learn something about it before you leave.

That this is a rare bargain, an examination of the books will demonstrate. May we not send them to you on a week's trial? Our usual offer—to pay transportation charges both ways—insures you against risk or expense.

The enclosed circular describes the publication briefly, but we hope you will let us send the books themselves for your leisurely examination. Kindly fill in and return the application now, while the matter is fresh in your mind. Remember only 100 orders can be filled.

Yours truly,

(225 words.)



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